

Party Room Rental Contract – Det Nye Emdrupborg Kollegium

Name of Tenant:	Building and Room No.:
Date of Rental:	Phone No.:

1. General Information

This rental agreement governs the use of the party room at Det Nye Emdrupborg Kollegium. Rental prices vary based on the day of the week:

- **Weekend (Friday & Saturday):**
 - Rental Fee: **300 DKK**
 - Deposit: **500 DKK**
- **Other weekdays (Monday to Thursday):**
 - Rental Fee: **150 DKK**
 - Deposit: **500 DKK**

By signing this contract, the tenant confirms to have read and understood the rental rules.

2. Booking Procedure

1. **Contract Completion:**
The tenant completes and signs this rental contract.
2. **Submission:**
The signed contract is printed and submitted to a responsible member of the Residents' Council.
3. **Payment:**
The total rental fee and deposit is paid with MobilePay to the following number: **780146** (account handled by FA09):
 - **Total Amount: 800 DKK** (weekend) or **650 DKK** (other weekdays).
4. **Notification:**
The tenant must notify the member of the Residents' Council upon submission of the contract and payment by providing both a signed contract and a proof of payment.

5. **Key Collection:**

The key is handed by a member of the Residents' Council by appointment, after the payment is confirmed.

3. **Party Rules**

- Maximum capacity of the room: **120 people**.
 - The use of personal speakers or hiring a DJ is **not allowed**.
 - Tenants may **not adjust the volume** on the speakers or mixer above the preinstalled threshold.
 - Personal devices can be used for music playback (Bluetooth and jack connections are available).
 - To respect residents in Building A, noise levels must be kept reasonable, and volume should be reduced by **1:00 AM** (Fridays and Saturdays).
 - **Overnight stays** in the party room are **not permitted**.
 - Any noise complaints must be addressed promptly and respectfully.
 - Events on Fridays and Saturdays must end no later than 03:00, and all participants shall leave the party room before this time.
 - Events on Weekdays (not incl. Fridays) and Sundays must end by 22:00, and all participants shall leave the party room before this time.
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4. **Violations and Penalties**

To ensure a respectful and enjoyable environment for all residents, adherence to the established rules is essential. This section outlines the consequences for violations related to sound levels and closing times during events in the party room.

Understanding these penalties helps promote responsible use of the facility and maintains a harmonious atmosphere within the community.

- **First Violation:**
A warning is issued for the first violation of any rules regarding sound or closing times.
 - **Second Violation:**
A 500 DKK fine is imposed for any subsequent violations.
 - **Third Violation:**
A 1,000 DKK is imposed, and the tenant responsible is banned from renting the party room in the future.
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Post-Event Responsibilities

1. Room Delivery:

The room must be vacated, cleaned and the key returned by **5:00 PM** the day following the event.

2. Deposit Return:

The deposit is refunded after an inspection of the room for cleanliness and condition. The tenant must include their bank account number and registration number on the last page of the contract.

5. Cleaning Requirements

The tenant is responsible for cleaning the room by **5:00 PM** the following day using their own cleaning supplies. Some cleaning materials may be available in the room, but the majority is provided by the tenant.

Cleaning tasks to be completed before the deposit is returned:

- Clean thoroughly.
- Sweep the floor to ensure it is not sticky.
- Wipe down surfaces (tables, bar, football table, etc.).
- Remove trash and dispose of it in the designated container, replace the bag in the trash can.
- Open the windows while cleaning to ventilate and **close them before leaving.**
- Remove cigarette butts outside of Buildings A and B.
- Take out bottles, cans, and other litter outside of Buildings A and B.
- Clean the halls, including the toilet area, toilets, and the small hall.
- If towels or cleaning cloths are used, wash them and return them to their original place.

An expected return state of the party room is depicted on the pictures below:



If the cleaning is not approved or if any items in the room are damaged, the tenant will forfeit their deposit. If the cost of repairs exceeds the amount of the deposit, the tenant is responsible for paying the additional charges.

6. Agreement

By signing below, the tenant agrees to the terms and conditions outlined in this rental agreement.

Tenant Name: _____

Signature: _____

Date: _____

7. Bank Details

Account Number: _____

Registration Number: _____